



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

REVISED

REVISED

**STAFF SERVICES MANAGEMENT AUDITOR
OR ASSOCIATE MANAGEMENT AUDITOR**

\$2,764 - \$4,155/\$4,110 - \$4,997

**INTERNAL AUDITS
(TWO POSITIONS)
SACRAMENTO**

RESPONSIBILITIES: Under the direction of the Internal Audits Bureau Chief, the incumbent will conduct complex performance audits and special studies as related to the vendors providing pre-licensing and continuation education. Travel is required 45 percent of the time.

The successful applicant will perform duties such as:

- Conduct complex audits of Pre-licensing and Continuing Education Vendors;
- Identify audit findings and provide recommendations that result from vendor reviews;
- Prepare complex audit reports, memorandums, and briefing documents related to audits or studies performed;
- Present audit findings to California Department of Insurance (CDI) management;
- Design and maintain audit programs used to review and monitor vendors performance and compliance of applicable laws and regulations;
- Organize and conduct both the entrance and exit conferences and status meetings with Producers Licensing Bureau and vendors.

DESIRABLE QUALIFICATIONS: Demonstrated experience in performing analytical assignments; knowledge and experience in State government accounting and Federal government auditing standards; strong verbal and written communication skills; good interpersonal skills; ability to work independently and as a team player; flexibility and willingness to perform a variety of assignments ranging from vendor reviews, special projects, and internal control reviews of the CDI's administrative and accounting systems; willingness to travel; and have personal computer experience including software applications such as Microsoft Word, Excel, and Access.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Management Auditor or Staff Services Management Auditor levels, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, Training & Development Assignment, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Christopher Flora, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Associate Management Auditor #413-194-4159-LIC or Staff Services Management Auditor #413-194-5841-LIC" on the State application.** For additional information, please call (916) 492-3260.

FINAL FILING DATE: JUNE 15, 2001 OR UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

tc6/5/2001